

# Executive Assistant



**Job Code:** 1103  
**Grade:** 127  
**Reports to:** City Manager  
**Salary Range:** \$46,601 - \$71,426  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly responsible, specialized, confidential, and technical administrative support to the City Manager and coordinates and implements a variety of administrative functions in the overall administration of City operations; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a single position classification and the highest level in the administrative support series. An employee in this classification facilitates the City Manager's work program flow of activities, manages the day-to-day activities of the City Manager's Office, and frequently interacts with City staff and representatives of the public. The employee performs a wide variety of responsible, confidential, and complex administrative, technical, programmatic, and secretarial duties requiring initiative, independent judgment, resourcefulness, and extensive working knowledge of the organization and its programs. A portion of the work entails dealing with confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact. Work is performed under general supervision of the City Manager. Supervision is exercised over subordinate administrative support personnel.

## **ESSENTIAL FUNCTIONS**

Providing administrative and secretarial support to the City Manager; managing and organizing the administrative functions of the City Manager's office; supervising administrative support staff; coordinating and handling administrative details and responsibilities; composing and preparing correspondence; answering telephone; handling or referring citizen inquiries or complaints; maintaining records and files; preparing fiscal, administrative, and operational reports.

## **EXAMPLES OF WORK**

- Provides complex, responsible, and confidential support to the City Manager; handles a variety of administrative responsibilities including composing and preparing correspondence and reports, taking notes, gathering information, conducting research, providing updates, maintaining confidential files, processing invoices, collecting payroll time sheets, and maintaining related payroll records.
- Manages the day-to-day administrative activities and operations of the City Manager's Office.
- Coordinates and balances workflow for administrative support functions and services of the City Manager's Office; coordinates activities among staff; schedules and assigns work activities, projects, and programs and evaluates work products, methods, and procedures; establishes and administers office goals and objectives; ensures compliance with policies, rules, and regulations; recommends improvements in work flow and procedures; implements improvements as approved.
- Provides administrative support and assistance to the Mayor and City Council, Assistant City Managers, and other senior staff as directed or assigned.
- Serves as a liaison between the City Manager and the Senior Leadership Team and other staff, elected officials, community representatives, outside agencies and organizations, and the general public.
- Maintains the City Manager's calendar; independently schedules appointments and establishes daily workflow program.
- Coordinates information flow for the City Manager; reviews incoming mail, email, and telephone calls and prioritizes for the City Manager's attention; refers to appropriate party for response or action.
- Handles or refers citizen inquiries or complaints and follows up to ensure appropriate resolution.
- Represents the City and the City Manager in a broad variety of circumstances requiring poise, tact, discretion, diplomacy, confidentiality, and professionalism.

- Coordinates travel arrangements for the City Manager and other staff and officials as assigned; reconciles expenditures.
- Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques; thorough knowledge of business English, spelling, and arithmetic; ability to type and keyboard information accurately and at a reasonable rate of speed; ability to operate personal computer and systems; ability to make arithmetical calculations; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; skill in the operation of standard office, word processing, and data entry equipment.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree with coursework emphasis in Public Administration, Business Administration, Office Systems Technology, or a related field. Additional college level education preferred and may substitute for a portion of the required experience. Three (3) to four (4) years of progressively knowledgeable and responsible experience in administrative support functions; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and for conveying details or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

Revised 12/04/2008

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.